

§ 422.418 Deletion of identifying details.

When the Social Security Administration publishes or otherwise makes available an opinion or order, statement of policy, or other record which relates to a private party or parties, the name or names or other identifying details will be deleted.

[33 FR 9606, July 2, 1968]

§ 422.420 Creation of records.

We are not required to create new records merely to satisfy a request. For example, we are not required to program computers to provide data in a particular form or to compile selected items from records, provide statistical data, ratios, proportions, percentages, etc. If these data have already been compiled and are available, we will supply the record when appropriate fees are paid, as provided in §§ 422.440 and 422.441. This does not mean that we will never help you get information that does not already exist in our records. However, diverting staff and equipment from other responsibilities may not always be possible.

[50 FR 28569, July 15, 1985]

§ 422.426 Who may release a record.

Except as otherwise provided by regulation, only the Director, Office of Public Inquiries, SSA, or her or his designee may determine whether to release any record in SSA's control and possession. This official is SSA's Freedom of Information Officer. Sections 422.410, 422.430, and 422.432 list some of the materials for which a determination to release has been made.

[50 FR 28569, July 15, 1985, as amended at 54 FR 4269, Jan. 30, 1989]

§ 422.427 How to request a record.

You may request a record in person, by telephone, or by mail. (However, see §§ 422.444 through 422.449 for an explanation of your appeal rights.) Any request should reasonably describe the record you want. If you have detailed information which would assist us in identifying that record, please submit it with your request. You should mark the outside of any envelope used to submit your request as a "Freedom of

Information Request", no matter how your request may be categorized for fee purposes. (Sections 422.440-422.443 explain our fees.) The staff at any Social Security office can help you prepare this request.

[50 FR 28569, July 15, 1985]

§ 422.428 Where to send a request.

(a) You may send your request for a record to:

(1) The Director, Office of Public Inquiries, Social Security Administration, 6401 Security Boulevard, Baltimore, Maryland 21235, or

(2) The Public Affairs Director of the appropriate HHS Regional Office. The locations and service areas of these offices are as follows:

Region I—John F. Kennedy Federal Building, Government Center, Boston, MA 02203. Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont.

Region II—26 Federal Plaza, Federal Building, New York, NY 10007. New York, New Jersey, Puerto Rico, Virgin Islands.

Region III—3535 Market St., Philadelphia, PA 19101. Delaware, Maryland, Pennsylvania, Virginia, West Virginia, District of Columbia.

Region IV—101 Marietta Tower, Atlanta, GA 30323. Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee.

Region V—300 South Wacker Drive, Chicago, IL 60606. Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin.

Region VI—1200 Main Tower, Dallas, TX 75202. Arkansas, Louisiana, New Mexico, Oklahoma, Texas.

Region VII—601 East 12th Street, Kansas City, MO 64106. Iowa, Kansas, Missouri, Nebraska.

Region VIII—19th and Stout Streets, Denver, CO 80294. Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming.

Region IX—Federal Office Building, 50 United Nations Plaza, San Francisco, CA 94102. Arizona, California, Hawaii, Nevada, Guam, Trust Territory of Pacific Islands, American Samoa.

Region X—2901 3rd Avenue, Seattle, WA 98121. Alaska, Idaho, Oregon, Washington.

(b) If you send your request to one of the offices described in paragraph (a) of this section and the record you are requesting is elsewhere, that office will forward your written request to the proper office. If you send your request to any other office and the record you are requesting is elsewhere, that office may send your request to the Director,

Office of Information, a Public Affairs Director, or the proper office.

[50 FR 28569, July 15, 1985, as amended at 54 FR 4269, Jan. 30, 1989]

§ 422.429 How a request for a record is processed.

(a) Within 10 working days from the date a request is received by the appropriate official (see § 422.428(a)), we will make a determination as to whether the requested record will be provided. This 10-day period may be extended by written notice up to 10 additional working days when one or more of the following situations exist:

(1) The office processing the request needs to locate and then obtain the record from another facility;

(2) We need to locate, obtain, and appropriately examine a large number of records which are requested in a single request; or

(3) The office processing the request needs to consult with another agency or HHS office which has a substantial interest in the subject matter of the request. This consultation shall be conducted with all practicable speed.

(b) If an extension is made, we will notify you, explain why the additional time is needed, and tell you the date by which we expect to make a decision on your request.

[50 FR 28570, July 15, 1985]

§ 422.430 Materials available at district offices and branch offices.

(a) *Materials available for inspection.* The following are available or will be made available for inspection at the district offices and branch offices:

(1) Compilation of the Social Security Laws.

(2) The Public Information Regulation of the Department of Health and Human Services (45 CFR part 5).

(3)(i) Social Security Administration regulations under the retirement, survivors, disability, and supplemental security income programs, i.e., Regulation No. 1 (part 401 of this chapter), Regulations No. 4 (part 404 of this chapter); Regulations No. 16 (part 416 of this chapter); and Regulations No. 22 (this part 422); and the Social Security Administration's regulations under Part B of title IV (Black Lung Bene-

fits) of the Federal Coal Mine Health and Safety Act of 1969, Regulations No. 10 (part 410 of this chapter); and (ii) Medicare Program regulations issued by the Health Care Financing Administration, 42 CFR part 405.

(4) Social Security Rulings.

(5) Social Security Handbook.

(6) Social Security Acquiescence Rulings.

(b) *Materials available for inspection and copying.* The following materials are available or will be made available for inspection and copying at the district offices and branch offices:

(1) Claims Manual of the Social Security Administration.

(2) Department Staff Manual on Organization, Department of Health and Human Services, part 8, chapter 8000.

(3) Handbook for State Social Security Administrators.

(4) Disability Insurance State Manual.

(5) Parts 2 and 3 of the Part A Intermediary Manual (Provider Services under Medicare).

(6) Parts 2 and 3 of the Part B Intermediary Manual (Physician and Supplier Services).

(7) BHI (Bureau of Health Insurance) Intermediary Letters Related to Parts 2 and 3 of the Part A and Part B Intermediary Manuals.

(8) State Buy-In Handbook (State Enrollment of Eligible Individuals under the Supplementary Medical Insurance Program) and Letters.

(9) Group Practice Prepayment Plan Manual (HIM-8) and Letters.

(10) State Operations Manual (HIM-7).

(11) BHI Letters to State Agencies.

(12) Extended Care Facility Manual (HIM-12).

(13) Hearing Officers Handbook (Supplementary Medical Insurance Program—HIM-21).

(14) Hospital Manual (HIM-10).

(15) Home Health Agency Manual (HIM-11).

(16) Outpatient Physical Therapy Provider Manual (HIM-9).

(17) Provider Reimbursement Manual (HIM-15).

(18) Audit Program Manuals for Hospital (HIM-16), Home Health Agency (HIM-17), and Extended Care Facilities (HIM-18).